

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Environmental Sustainability Coordinator (Limited-term position)	Job Family: 2
General Classification: Management	Job Grade: 30

Definition: To plan, organize, direct and coordinate a greenhouse gas (GHG) emission reduction and environmental sustainability program, and establish and implement an action plan for City operations and the community-at-large.

Distinguishing Characteristics: Receives general direction from the Transportation and Policy Manager, Public Works Department.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Coordinate sustainability activities among departments, external agencies and community organizations and City-wide.
2. Organize and support the environmental sustainability task force.
3. Serve as a technical resource on sustainability initiatives.
4. Work with City departments to establish sustainable practices applicable to their respective functions.
5. Keep City current on Federal, State and local legislation affecting sustainability programs and projects, and analyze implications of new regulations and requirements.
6. Evaluate proposed sustainability measures to prioritize investment through life cycle costing, cost/benefit analysis or other matrix prior to implementation.
7. Develop and implement mechanisms to track progress in achieving environmental sustainable goals and objectives.
8. Write grant applications.
9. Act as a City representative on sustainability topics to private organizations and other government agencies.
10. Make presentations to Council, the environmental sustainability task force, other City departments and applicable outside organizations.
11. Prepare public information materials.

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12. Prepare related reports, correspondence, spreadsheets and PowerPoint presentations using a computer.
13. Other duties as assigned.

Minimum Qualifications:

Knowledge of: Management principles and techniques; procedures for planning and coordinating programs; principles and practices of public administration; budget preparation and administration; applicable laws and ordinances; Federal, State and local environmental laws and regulations; sustainable development programs; environmental education, technical research and report/grant writing abilities.

Ability to: Develop, plan and coordinate a program; conduct budget analysis; prepare public information materials; conduct cost benefit analysis; use computer and specialized software.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of progressively responsible experience in a related field; graduation from an accredited college or university with a bachelor's degree in environmental science, engineering, economics, planning or other pertinent field. Demonstrated experience of coordinating or overseeing programs in a public sector environment is highly desirable.

Required Licenses or Certificates: Possession of or ability to obtain and maintain a valid California Class C driver's license.

Working Conditions: May be required to work evenings and/or weekends depending on meetings and/or special events.

Established October 2007

Revised

CLASS SPECS

CS275-M^